



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

Date: August 20, 2010

To: Public Library System Administrators and Coordinators

From: Mike Cross, Director of Public Library Development
Division for Libraries, Technology, and Community Learning

Subject: 2010 Public Library System Plans

The *Annual Public Library System Plan and Certification of Intent to Comply for Calendar Year 2010* (DPI form PI-2446) is now available. Please provide two original signed copies of your plan and five copies for staff review. One original plan with the appropriate signatures from the Division for Libraries, Technology, and Community Learning will be returned to you. There is no online version of the form this year, but a fillable MS Word version of this form may be downloaded from the Division's Public Library Development Team web page under *Library System Plans and Budget Guidelines for 2010*. (<http://dpi.wi.gov/pld/index.html#sysplanbudget>)

The 2010 plan is due October 16, 2009. Systems that submit plans by that date can expect to receive their first state aid payment no later than the week of November 23. To ensure payment no later than December 1, the division must provide certification to the Department of Administration by November 10 that system plans have been reviewed for conformity with Chapter 43. Systems that submit plans after October 16 may have payment delayed. Plans not submitted using the state form will be returned without review for resubmission by the system.

The 2010 plan document format is the same as last year's. Systems are required to submit program budgets in accordance with division guidelines. The program areas are described in the *Program Budget Guidelines for Public Library System Annual Plans* document available from the Public Library Development Team web page. **Please note the new requirements for the designation of reserve funds by the library system board on page 3 of the budget guidelines document.**

All systems are encouraged to have a 3 to 5 year long-range/strategic plan. Additional system planning documents, such as updated contracts or county plans, which have not been previously filed with the Division should be included with the signed copy of the plan.

Attach a copy of your library technology and resource sharing plan if there have been any revisions to it since last year.

To assist you in developing this year's system plan, estimated aid amounts for 2010 are available from the Public Library Development Team web page.

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Narratives provided for statutory requirements (ongoing activities and new or priority activities) need not be detailed but should be extensive enough to provide the reader with a clear description of the system's service.

In order to avoid delays in payment, please review the following questions before submitting your system's plan:

1. Is Form PI-2446 complete, with all compliance boxes checked and all system services listed?
2. Have all system costs been allocated by program category, and all funding sources included?
3. Have the program budget guidelines (see attached) been followed?
4. Does the total state aid budgeted for all programs reflect the aid amount provided by DLTCL?
5. Is there a separate program for administration, and is the state aid portion less than 20 percent of the total estimated aid to be paid to the system?
6. Has the plan been approved by the system board and signed by the board president?
7. Are two original copies (and eight additional copies of your plan if you are not filing online) being submitted to DLTCL?
8. Has the system filed with the division its most recent contracts and agreements with other libraries? (If not, they are due no later than January 15, 2010.)
9. Have member libraries and other types of libraries in your system area been given an opportunity to comment on this plan?

If you have any questions or concerns, please contact Mike Cross at 608-267-9225 or michael.cross@dpi.wi.gov.

cc: Richard Grobschmidt
Assistant State Superintendent
Division for Libraries, Technology, and Community Learning